

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

CHAPTER 13 CASE FILING CHECKLIST

In new cases filed conventionally on paper on and after January 1, 2002, an **original only** is required to be filed with the following documents as appropriate. In addition, any petition filed by an attorney conventionally on paper must be accompanied by a completed Request for Waiver form.

MINIMUM REQUIREMENTS:

REFERENCE

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| <p>___ NOTICE TO INDIVIDUAL CONSUMER DEBTOR(S)
[Individuals only; signed by debtor(s) – New Form B201 – 2 pages]</p> <p>___ VOLUNTARY PETITION [Official Form 1]
[signed by attorney/non-attorney petition preparer and debtor(s)-perjury]
___ EXHIBIT B
___ EXHIBIT C – if applicable, attach Exhibit C</p> <p>___ STATEMENT OF SOCIAL SECURITY NUMBER(S) [Official Form 21]
[Individuals only, signed by debtor(s). Submit in paper format to Clerk's Office if filing petition by diskette or paper.]</p> <p>___ CERTIFICATE OF CREDIT COUNSELING (or Certificate of Exigent Circumstance or Motion for Exemption)
[Debt Repayment Plan may accompany Certificate.]</p> <p>___ DECLARATION OF DIVISIONAL VENUE
[Completed; signed by attorney or pro se debtor(s)]</p> <p>___ FEE: See attached fee schedule for appropriate amounts
[If pro se, must be cash or money order; payable to "Clerk, U.S. Bankruptcy Court"; if individual, debtor(s) may file "Application to Pay Filing Fee In Installments- Eastern District of Virginia"; if debtor still owes a filing fee or portion thereof for a previously filed petition, payment in full of past due amount]; PAYMENT DUE AT TIME OF FILING</p> <p>___ LIST OF CREDITORS [MAILING MATRIX] WITH COVER SHEET
[If filing petition by diskette or paper, must be submitted on computer diskette in format specified by Clerk's Office or by a typed hard copy in scannable format, with Request for Waiver attached. Pro se filers can create a List of Creditors to submit on diskette on a PC available in Clerk's Office for this purpose.] Cover Sheet not required if list of creditors filed by an ECF registered user via the Internet.</p> <p>___ NOTICE TO DEBTOR BY NON-ATTORNEY BANKRUPTCY PETITION PREPARER [Official Form 19B]
[Signed by debtor(s) and bankruptcy petition preparer – to accompany Official Form 1]</p> | <p>LBR 1002-2 & 5005-1</p> <p>FRBP 1002
LBR 1002-1, 1007-1 & 5005-1</p> <p>LBR 1007-1</p> <p>LBR 1007-1; 11 U.S.C. 109</p> <p>LBR 1014-2 & 5005 -1</p> <p>28 U.S.C. 1930
LBR 1006-1 & 5005-1</p> <p>LBR 1007-1 & 5005-1</p> <p>11 U.S.C. 110</p> |
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DEPUTY CLERK TO GIVE COPY OF LOCAL BANKRUPTCY RULE(S) 1007-1 and 3015-2, AS APPLICABLE, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING. LBR 1007-1 statements/schedules and Chapter 13 Plan and Related Motions shall be filed by debtor(s) within **15** days after order of relief.

COMPLETION OF CASE FILING

REFERENCE

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| <p>___ OFFICIAL FORM 6 - SCHEDULES</p> <p>___ * SUMMARY OF SCHEDULES</p> <p>___ * STATISTICAL SUMMARY OF CERTAIN LIABILITIES [Individual Debtors Only]</p> <p>___ * SCHEDULE A - REAL PROPERTY</p> <p>___ * SCHEDULE B - PERSONAL PROPERTY</p> <p>___ * SCHEDULE C - PROPERTY CLAIMED AS EXEMPT</p> <p>___ * SCHEDULE D - CREDITORS HOLDING SECURED CLAIMS</p> <p>___ * SCHEDULE E - CREDITORS HOLDING UNSECURED PRIORITY CLAIMS</p> <p>___ * SCHEDULE F - CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS</p> <p>___ * SCHEDULE G - EXECUTORY CONTRACTS AND UNEXPIRED LEASES</p> <p>___ * SCHEDULE H - CODEBTORS</p> <p>___ * SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)</p> <p>___ * SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)
[Signed by debtor(s)-perjury]</p> <p>___ STATEMENT OF FINANCIAL AFFAIRS [Official Form 7]
[Signed by debtor(s)-perjury]</p> <p>___ CHAPTER 13 STATEMENT OF CURRENT MONTHLY INCOME AND DISPOSABLE INCOME CALCULATION
[Official Form B22C] [Signed by debtor(s) under penalty of perjury]</p> <p>___ CHAPTER 13 PLAN AND RELATED MOTIONS and SPECIAL NOTICE TO SECURED CREDITOR (if applicable)
[Signed by debtor(s); and dated; Plan must be on approved form dated 10/17/2005, accompanied by proof of service; New objection deadline should be 10 days prior to confirmation hearing date.]</p> <p>___ DISCLOSURE STATEMENT OF ATTORNEY or DISCLOSURE OF COMPENSATION OF BANKRUPTCY PETITION PREPARER (Form B 280)
[Signed by attorney or bankruptcy petition preparer]</p> | <p>FRBP 1007
LBR 1007-1 & 5005-1</p> <p>FRBP 1007
LBR 1007-1 & 5005-1</p> <p>FRBP 1007</p> <p>FRBP 3015
LBR 3015-2 & 5005-1</p> <p>11 U.S.C. 110, FRBP 2016
LBR 1007-1, 2016-1(B) & 5005-1</p> |
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